Local Planning Group for Flex (LPG) NOTES

**9-24-15**

**4:00 - 5:00 p.m. (CO-420)**

Voting Members Present: Chair: Christin Kromer (Park) (F), Ruth Goodin (M), Erlinda Jones(F), Janith Norman (F), Carla Rosas (M), Janice Townsend(F), Dave Wahl(M)

Absent: Robin Armour (M), Mike Becker (M), Natalie Hannum (M), Dave Wahl (M)

Staff: Paula Gunder (F), Mary Oleson

NOTE: All Flex proposal voting takes place on an on-line voting site located at:

<https://insite.4cd.edu/orgs/caco/lmc/org-llpg/Flex%20Review%20Site/SiteAssets/FA15%20Review%20of%20Department%20Meeting%20Flex%20Propsals.aspx>

<https://insite.4cd.edu/orgs/caco/lmc/org-llpg/Flex%20Review%20Site/PDAC%20Funding%20Proposals%20for%20Online%20Review/Forms/AllItems.aspx>

Christine Park opened the meeting at 4:05 p.m. and the Agenda was reviewed. It was agreed that a Variable Flex Proposal submitted by Courtney Diputado for the October 13 OEI/Canvas Event would be added to the Agenda.

Agenda Item #2: Blanket Flex Approval for Webinars

Christine Kromer opened a discussion on the possibility of giving Blanket Variable Flex Credit approvals for the academic year for webinars offered by Magna Commons and Innovative Educators similar to those given for D2L, lynda.com, and Contribute. Once blanket flex credit is approved, Mary will upload a single workshop to the registration site for faculty to register for any of the approved webinars.

If an LMC employee is hosting the webinar on campus and viewing it with a group, they can provide a sign-in sheet at the activity. If individual employees are viewing a webinar through a vendor that we have a subscription with, it is believed that a roster of on-line viewers can be obtained. Mary stated that you can pull participation data from lynda.com. Paula can confirm for Innovative Educators and Magna Commons.

For vendors in which we DO NOT have a subscription: Another option would be for the faculty member to utilize the Special Project process, in which they submit the activity of viewing the webinar for pre-approval to their Dean. Then, at the end of the semester (adjuncts) or academic year (full-time), a certificate of completion from the webinar host/vendor can be attached to the required Faculty agreement form. Christine will check with the Deans to find out if they are agreeable. A process for other webinars offered by different webinar providers can be discussed at the next meeting. Christine stated there is a 10-hour maximum for earning Variable Flex credit in an academic year.

*Janice Townsend made a motion for Blanket Approval for Variable Flex credit for the 2015-16 academic year for webinars provided by Innovative Educators and Magna Commons. Janith Norman seconded the Motion. All were in favor and the Motion was approved.*

Agenda Item #3: (This was an added Agenda item): Request for Variable Flex for October 13 OEI Event:

Courtney Diputado submitted a Variable Flex request for an event scheduled for October 13, 2015, 2:00 - 5:00 p.m. sponsored by the District-wide Distance Education Committee and the local Distance Ed Committee “The Online Education Initiative & Canvas: The Future of Distance Education for California Community colleges. OEI and Canvas representatives will be present to introduce attendees to OEI and Canvas and provide an overview of the selection process and implementation process for a Common Course Management system (CCMS), along with the advantages of a CCMS and its ties to student success and the growth of distance education.

*Ruth Goodin made a Motion to approve the request for Variable Flex credit for the event, Paula Gunder seconded the Motion. All were in favor and the Motion was approved.*

Agenda Item #5: Change the PDAC Funding Review form to include Variable Flex credit approval by LPG:

Recently, Laurie Huffman submitted a request for PDAC funding (approved) and Variable Flex credit (review done on-line) for a related event on November 13 which will again feature representatives from OEI. Faculty are invited to bring their on-line classes to the meeting and align them with the OEI rubric and have lunch. The event is from 8:30 to 4 p.m. in L-109.

The frequent need for review of both PDAC funding and LPG review for flex credit has highlighted the need to simplify the process. Members discussed changing the PDAC funding form to include an LPG review checkbox so that both reviews can take place the same day, with funding being approved by PDAC and Flex credit immediately following at LPG, while using the same form.

*Janice Townsend made a Motion to approve adding a check box on the PDAC Funding Request form that also enables LPG to approve Variable Flex credit eligibility of an event using the same form. Ruth Goodin seconded the Motion. All were in favor and the Motion was Approved. Mary will revise the form for future users.*

Agenda Item #6: Professional Learning Resources-Journals (Targeted PD Survey)

Christine Kromer opened the discussion about a survey request from Paula Gunder who is conducting a targeted professional learning inquiry across the campus to committee members (and others) about their on-going needs for professional learning resources, journals, and conferences. Both 4CSD and NISOD were mentioned as organizations providing materials and conferences related to professional development and flex activities. Members also mentioned

Academic Impressions’ toolkit as a resource for the topic “Leading Meetings”. Ruth offered to do a “TOPS” (blue wall) facilitated training on “What Makes a Good Meeting”.

## Agenda Item #7: Focused Flex for Fall, 2016

Christine reminded the members that there will be no Focused Flex or added Variable Flex day during Flex week in January (Spring 16) due to the following unusual schedule:

Monday, Jan. 18 is the MLK holiday

Tuesday, Jan. 19 and Wed. Jan. 20 are the only days for Optional Flex.

Thursday, Jan. 21 is the Mandatory attendance day for Faculty (All College/Opening Day)

Friday, January 22, Classes begin.

Christine opened a discussion about possible topics and ideas for Focused Flex in Fall, 2016. Suggestions included:

* Fun ways to engage students in the classroom and curriculum
* Discussion of events around the country the last few years
* Equity Mindedness (ask questions as you go)
* Get the pulse
* How to finish something - Growth Mindset
* Mindfulness
* Black Lives Matter (Variable flex?)
* Equity Mindset (repackage the overused term “equity)

A member commented that we need to ask ourselves if we are just taking it to the next step. What are our actions and how is the activity already woven into what we are already doing. Show the college what is already happening and connect it to new activities.

New Item:

The proposed due date for Flex proposals for spring, 2016 Flex week is Monday, November 16. The proposals will be reviewed on-line and the final approval of the workshops will occur at the LPG meeting on December 3, 2015.

The meeting adjourned at 5:00 p.m.

Notes submitted by Mary Oleson (this is not a Brown Act Meeting).